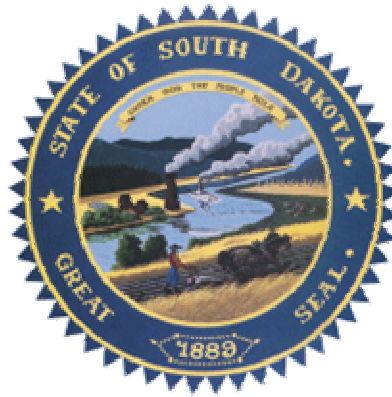


# **State of South Dakota**



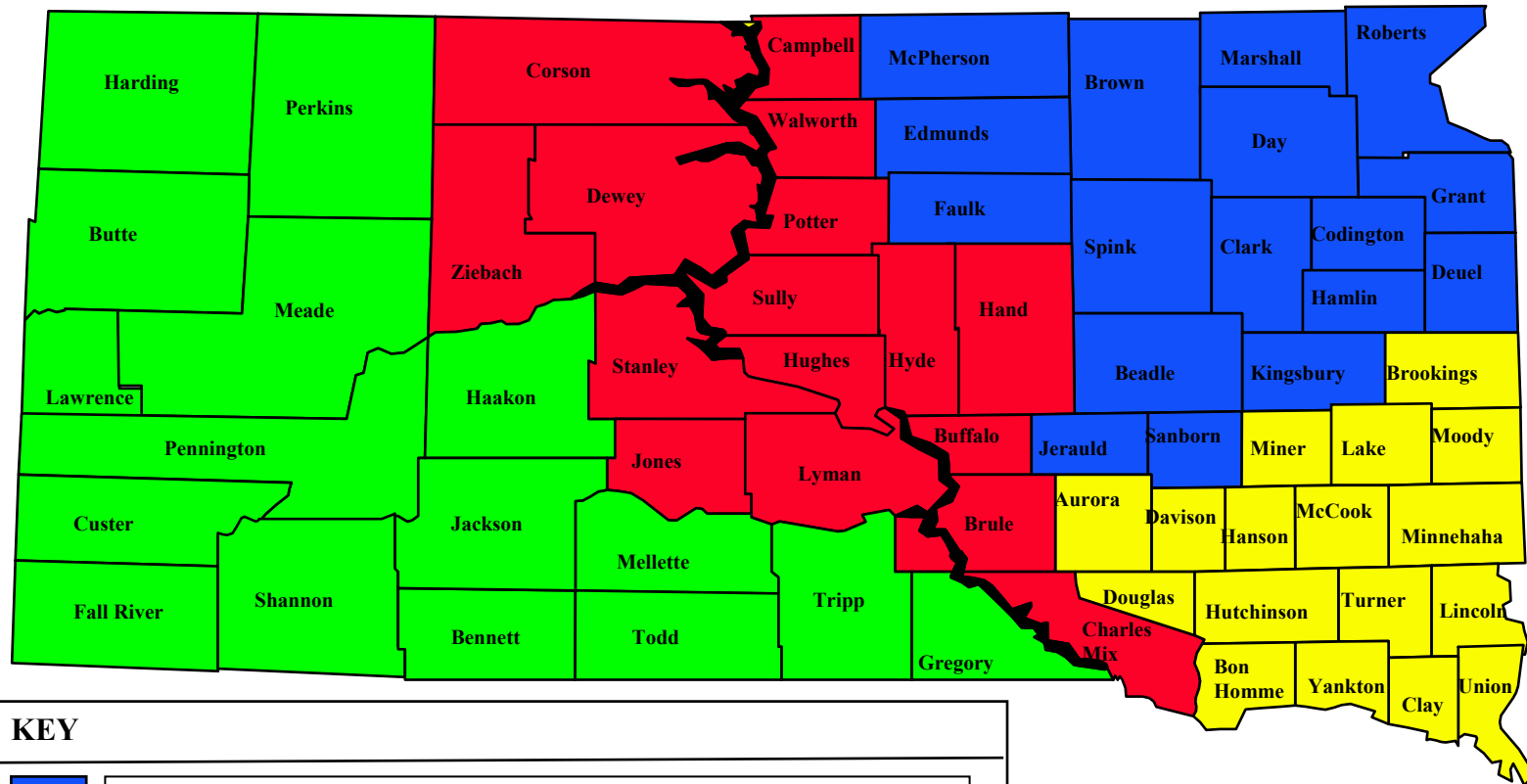
## **DISASTER RESPONSE AND RECOVERY HANDBOOK**

**2002/2003**





**A GUIDE FOR LOCAL JURISDICTIONS**

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
DIVISION OF EMERGENCY MANAGEMENT**

## Division of Emergency Management Regional Coordinator Map



## KEY

	<b>Aberdeen Field Office (605) 626-2236 / Northeast Regional Coordinator – Cole Hendry</b>
	<b>Pierre Field Office (605) 773-6425 / Central Regional Coordinator – Jim Ward</b>
	<b>Rapid City Field Office (605) 393-8051 / West Regional Coordinator – Randy Smith</b>
	<b>Sioux Falls Field Office (605) 367-5240 / Southeast Regional Coordinator – Tom Welch</b>

**State of South Dakota  
Division of Emergency Management  
500 E. Capitol  
Pierre SD 57501-5070**

**(605) 773-3231**  
**Fax (605) 773-3580**

*E-mail: first name.last name@state.sd.us*

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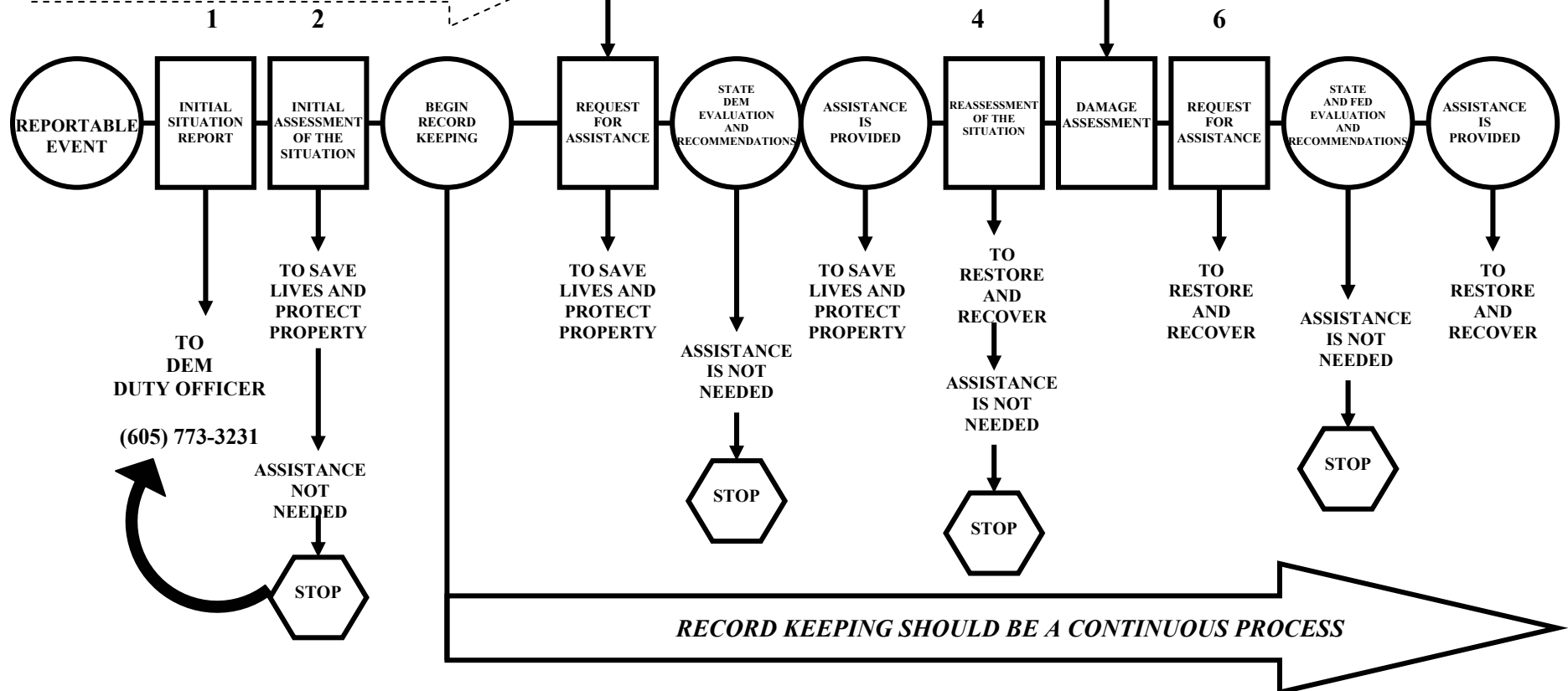
**BLANK FORMS (originals placed in sheet protector at end of handbook)**

# RESPONSE / RECOVERY PROCEDURE FLOW CHART

SITUATION REPORTS ISSUED DAILY

SITUATION / DAMAGE ASSESSMENT (*ON-GOING PROCESS*)

LOCAL DECLARATION /  
SITUATION REPORT



# **SOUTH DAKOTA DISASTER RESPONSE AND RECOVERY HANDBOOK**

## **STATEMENT OF PURPOSE**

The South Dakota Disaster Response and Recovery handbook has been developed to provide a step-by-step explanation of the actions to be taken by local government as necessary to be considered eligible for emergency or disaster assistance. It is important these procedures are followed to be considered for state and federal assistance in a timely and effective manner. The flow chart on the preceding page visually projects the flow of the procedures presented in this handbook.

To be considered for disaster assistance, local governments must fulfill their responsibilities and meet certain conditions.

## **OVERVIEW**

### **Local Responsibilities:**

The initial response to an emergency or disaster situation should be made by the local jurisdiction. It is the responsibility of the affected government entity to take any actions necessary to reduce injury and loss of life and property.

Each local organization for emergency management shall have a director who shall be appointed by the executive officer or governing body of the county, and who shall have direct responsibility for development and implementation of emergency and disaster plans, organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the executive officer or governing body (South Dakota Codified Laws 33-15-27).

The Federal Disaster Relief Act of 1974 (PL 93-288, as amended by PL 100-707) states that counties and city should have plans for coping with all types of emergency and disaster situations.

South Dakota is an agribusiness state and each county has an active County Emergency Board. Agricultural disaster request packages must include a County Resolution and a Farm Service Agency (FSA) Flash Report or FSA Damage Survey Report for the effected area, and should include letters of support for the resolution signed by the County / District Emergency Manager and the FSA County Executive Director (CED). The completed agricultural disaster request packages are forwarded to the Division of Emergency Management and the Governor's Office for review. If determined as warranted, the request is forwarded to the United States Department of Agriculture (USDA).

In all instances, if outside assistance is made available (Private Business, State, Federal, etc.) local governments must be prepared to fund part or all of the cost of resources utilized for response and recovery.

**Conditions to be Met:**

**Requests for outside assistance should be accompanied by a local emergency or disaster declaration and a situation report detailing the emergency condition (verbal or written). Conditions applicable to situations requiring assistance to save lives and protect property must include:**

- **The assistance requested is necessary to save lives and protect property;**
- **The situation is beyond the capability of county and/or city government; and,**
- **The requesting level of government has specified what assistance is needed.**

**Conditions applicable to situations requiring assistance to restore and recover that must be met include:**

- **The situation is beyond the capability of county and/or city government;**
- **The requesting level of government has specified what assistance is needed;**
- **A detailed damage assessment has been completed and provided to state emergency management officials; and,**
- **Local governments must provide current budgets, reserves, and expenditures to date.**

**State Division of Emergency Management (DEM) Actions:**

**The State DEM, after receiving an official request for assistance, will determine if there are resources or programs available at state and/or federal levels to meet the needs of the emergency or disaster situation.**

**The Division will also coordinate efforts to determine eligibility and implementation for all available assistance.**

## **STEP 1 - INITIAL SITUATION REPORT**

The initial situation report is used to alert the state that an incident has occurred, which will negatively impact the community and/or could be beyond the capability of local government response. State and federal agencies need an initial situation report to provide accurate and timely information for coordination of any assistance to local government, should it become necessary.

The following guidelines provide a standardized report format to be used for initial situation reports.

- A. **When to Issue:** Immediately after the emergency or disaster has occurred or has become apparently imminent.
- B. **Information to Provide:** As much as is immediately available to address 1 through 9 on the Initial Situation Report Format on page 4.
- C. **Whom to Contact:** South Dakota Division of Emergency Management.
- D. **Method of Communication:** Initial Situation Reports are transmitted by telephone or fax only.

**Normal Duty Hours** – Weekdays - 8:00 am to 5:00 pm, call 605-773-3231 or 1-800-932-4027 and ask for the Duty Officer. The fax number is 605-773-3580.

**Weekends and After Normal Duty Hours** – Contact DEM 24-hour number 605-773-3231 and request that the South Dakota DEM Duty Officer return your call.



## INITIAL SITUATION REPORT FORMAT

NO: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

TO: South Dakota Division of Emergency Management  
Fax: 605-773-3580

1. **Nature of Emergency or Disaster:** Type of emergency/disaster location.
2. **Death and Injuries:** Total deaths to date, total injuries to date – include location of the deaths/injuries, where practical.
3. **Damage:** Type, extent and impact of property damage, especially how this directly affects people, i.e., damage to housing, food supplies, medical resources, water and sewage service. Also include special damage problems which may impact on vital services, such as damage to key utilities, communication facilities, medical resources, major military, or major transportation facilities, i.e., major highway, bridges, rail, routes, or airports. Indicate any additional damage potential as a result of the emergency.
4. **Resources Committed:** List local and private resource committed. This includes use of personnel and equipment, shelter supplies, engineering equipment, etc.
5. **Volunteer Actions:** Indicate actions taken by individuals, the American Red Cross, Salvation Army, Mennonites, Seventh-day Adventist or other volunteer groups, i.e., number of meals served, number of individuals sheltered, and other general assistance provided.
6. **Major Actions:** Major local actions such as local declaration of emergency/disaster, requests for assistance, public announcements or instructions, warning, activation of EOC/Emergency Plan, evacuation, or rescue.
7. **Assistance Needed:** Requests for assistance should be specific, not just a request stating “send all help available”. The name and position of person making the request should be included. The DEM will view this as initial notification that a formal request will follow immediately.
8. **Outside Help on Scene:** Name all state and federal agencies providing assistance within the area. Include mutual aid and private sector resources from outside your jurisdiction.
9. **Other Information:** Other data and remarks not covered above.

Signed \_\_\_\_\_ Title \_\_\_\_\_ County \_\_\_\_\_

Fax No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

## **STEP 2 - INITIAL ASSESSMENT OF THE SITUATION**

**Local government officials must continuously assess the situation to determine their course(s) of action to mitigate the emergency/disaster situation.**

**The initial assessment focuses on the number one priority – To Save Lives and Protect Property.**

**To properly assess the situation:**

- A. Determine what needs to be done and**
- B. Determine local government’s capabilities and deficiencies in meeting those needs.**

**The Emergency Activities Checklist on page 6 provides guidance to local governments in making an initial assessment in any emergency/disaster situation. This is a general guideline suggesting emergency activities that should be considered. It is by no means an inclusive checklist. Your jurisdiction’s Local Emergency Operations Plan (LEOP) should be activated to guide your emergency operations.**

**The Windshield Survey on pages 7 and 8 is to be used immediately after the disaster occurs. It is vital to get a quick idea of the location and severity of the damage. The “Windshield Survey” provides local officials with sufficient information to determine whether local resources can cope with the problem or if additional assistance is necessary. The “Windshield Survey” forms should be used to gather raw data numbers for the Initial Disaster Situation Report on page 4.**

**Record keeping ensures proper tracking on expenditures incurred by local governments throughout the disaster. Blank forms for force account labor, materials, equipment and contract work are located in the Blank Form Folder in the back of this handbook.**

## **EMERGENCY ACTIVITIES CHECKLIST**

### **Public Needs**

\_\_\_\_\_ Restore Power/Generators

\_\_\_\_\_ Portable Lights

\_\_\_\_\_ Communications

\_\_\_\_\_ Transportation/Buses

\_\_\_\_\_ Fuel

\_\_\_\_\_ Security

\_\_\_\_\_ Debris Clearance

Water Supply:

\_\_\_\_\_ a) Drinking

\_\_\_\_\_ b) Sanitary Sewers/Portable Toilets

\_\_\_\_\_ Fire Fighting

Flood:

\_\_\_\_\_ a) Dike Building

\_\_\_\_\_ b) Sandbagging

\_\_\_\_\_ c) Pumps

Other Needs

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**NOTES:** \_\_\_\_\_

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### **Individual Needs**

\_\_\_\_\_ Search and Rescue

\_\_\_\_\_ Evacuation

\_\_\_\_\_ Food/Water

\_\_\_\_\_ Refrigeration

\_\_\_\_\_ Shelter

\_\_\_\_\_ Animal Shelters

\_\_\_\_\_ Clothing

\_\_\_\_\_ Medical

\_\_\_\_\_ Victim Identification

\_\_\_\_\_ Mortuary Services

Other Needs

\_\_\_\_\_

### **Administration**

\_\_\_\_\_ Active EOC/On Scene Command Post

\_\_\_\_\_ Public Announcements

\_\_\_\_\_ Resource Lists

Maps:

\_\_\_\_\_ a) General Disaster Area

\_\_\_\_\_ b) Specific Damage Sites

\_\_\_\_\_ c) Location of EOC, DAC, Field Office, etc

\_\_\_\_\_ Volunteer Coordination / Donation

Management

\_\_\_\_\_ Camera and Film / Photograph Public  
Damage Sites

Other Needs

\_\_\_\_\_

INITIAL ASSESSMENT – WINDSHIELD SURVEY

STREET NAME \_\_\_\_\_ CITY \_\_\_\_\_ COUNTY \_\_\_\_\_

AREA BOUNDARIES: North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

AREA SURVEYED BY: \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

	Single Family Dwellings	Mobile Homes	Apartments	Businesses	Public Facilities	Totals
MINOR						
MAJOR						
DESTROYED						

NOTES:

### **STEP 3 - REQUEST FOR ASSISTANCE RESPONSE**

If local government determines the situation is beyond its capability to save lives and protect property and has issued a local declaration, the next step is to request assistance from the next level of government.

A request for state and/or federal assistance must be made through the State DEM. State and federal capabilities will then be evaluated to determine which agencies can provide appropriate life and property saving assistance. State DEM will then coordinate with those agencies to ensure that available assistance is provided.

**When to Request:** Only if local resources are overwhelmed and assistance is necessary for local government to save lives and protect property.

**Who Makes the Request:** The head of the local governing board or the emergency manager on behalf of the local governing body.

**Whom to Contact:** State of South Dakota Division of Emergency Management, Pierre, South Dakota.

**Method of Communication:** Telephone: 1-605-773-3231 – (24x7 via the DEM Duty Officer) or 1-800-932-4027 from 8:00 am to 5:00 pm. State Radio via teletype or NAWAS Loop if available (State Radio will contact DEM Duty Officer).

#### **Information to Submit:**

1. Situation (What Has, Is and May Happen)
2. Specific Needs
3. Contact Person(s) and Telephone Number(s)

#### **STEP 4 - REASSESSMENT OF THE SITUATION RECOVERY**

Once the response phase of an emergency/disaster situation (to save lives and protect property) has been appropriately addressed, restoration and recovery becomes the top priority.

Therefore, the situation must be reassessed to:

- A. Determine what needs to be done and
- B. Determine local government's capabilities and deficiencies in meeting those needs.

From these determinations, local governments are made aware of actual conditions. There are two courses of action local government may take:

- A. Handle restoration and recovery on its own or
- B. Request for assistance through the State DEM.

**Refer to Steps 5 and 6**

***STATE DIVISION OF EMERGENCY MANAGEMENT REGIONAL COORDINATORS  
CAN ASSIST YOUR COUNTY REPRESENTATIVES WITH THIS PROCESS***

(See Regional Coordinator Map and Contact Numbers in the front of this handbook or contact the DEM Duty Officer and the Duty Officer will contact the Regional Coordinator)

The Restoration and Recovery Checklist on page 11 provides a general guideline suggesting activities to be considered.

**CONTINUE RECORD KEEPING ON LOCAL GOVERNMENT  
EXPENDITURES**

## **RESTORATION AND RECOVERY CHECKLIST**

### **Public Damage**

- \_\_\_\_\_ Debris
- \_\_\_\_\_ Roads, Streets, Culvert
- \_\_\_\_\_ Bridges
- \_\_\_\_\_ Public Buildings
- \_\_\_\_\_ Equipment and Vehicles
- \_\_\_\_\_ Materials and Supplies
- \_\_\_\_\_ Water Supply
- \_\_\_\_\_ Sewer System
- \_\_\_\_\_ Water Resource Projects
- \_\_\_\_\_ Communications Systems
- \_\_\_\_\_ Parks and Recreation Areas
- \_\_\_\_\_ Nonprofit Facilities

Other Needs

\_\_\_\_\_

**NOTES:** \_\_\_\_\_  
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### **Individual Needs**

- \_\_\_\_\_ Food
- \_\_\_\_\_ Clothing
- \_\_\_\_\_ Temporary Housing
- \_\_\_\_\_ Assistance for Homeowners
- \_\_\_\_\_ Assistance for Businessmen
- \_\_\_\_\_ Assistance for Farmers and Ranchers
- \_\_\_\_\_ Assistance to Private Nonprofit Facilities
- \_\_\_\_\_ Replacement of Personal Property
- \_\_\_\_\_ Unemployment Assistance
- \_\_\_\_\_ Debris Removal / Authorization Agreements
- \_\_\_\_\_ Right of Entry Agreements
- \_\_\_\_\_ Crisis Counseling
- \_\_\_\_\_ Health and Sanitation
- \_\_\_\_\_ Security

Other Needs

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**NOTES:** \_\_\_\_\_  
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## **STEP 5 - DAMAGE ASSESSMENT**

**Damage Assessment Process:** Damage assessment information provides the basis for local, state, and federal officials to evaluate the physical, social, and economic impact on the area. It enables them to formulate a course of action for recovery and restoration. Local government officials and the county emergency management director must begin to establish a course of action, form damage assessment teams, and appoint a damage assessment coordinator.

**Damage Assessment Coordinator/Teams:** The importance of an appointment of the damage assessment coordinator is crucial to the success of damage assessment. Experience in building damage, engineering or project management would be beneficial to the person selected. Teams should be organized and trained and ready to respond. Volunteer agency assessment teams (American Red Cross, etc.) will coordinate their damage assessment with the local coordinator and team leaders. (Periodic pre-disaster contact with volunteer agency representatives is strongly recommended to arrange for this coordination of efforts).

There are two basic categories of information required. They are Public Infrastructure and Individual and Business Assistance.

- A. **Public Infrastructure:** Financial aid for repairing damage to facilities and systems designed to serve or benefit the common good of the community. (Refer to Public Infrastructure Guidelines, Section A)
- B. **Individual and Business Assistance:** Financial aid to individuals, families, and owners of small businesses recovering from a major disaster. (Refer to Individual and Business Assistance, Section B)



## **PUBLIC INFRASTRUCTURE GUIDELINES**

- 1. Estimate of eligible damage will be based on restoring the road or structure to pre-disaster design, level of service, and stability. Utilize costs for material provided by your County Highway Superintendent, City Engineer or Contractors based on established local costs. Estimate your damages starting with the most severe to minor repairs.**
- 2. Emergency grade raises and other access measures that improve pre-disaster design may be eligible if a resident is isolated or if emergency vehicles have to detour more than eight (8) miles because of an inundated area. Emergency grade raises of two (2) feet above the water line with culvert and rock protection would be acceptable if justified. (Refer to Emergency Grade Raise Guidelines on page14)**
- 3. If a road is inundated and does not meet the emergency grade raise criteria, estimate six (6) inch base material and three (3) inch of surfacing for the length and width of the inundation. If a declaration is granted, the material can be applied to the inundated site or transferred to another site within jurisdiction.**
- 4. Identify damages on appropriate city, township, or county map (refer to map section). Correlate site numbers on your map to damage assessment forms (refer to blank forms folder in the back of this handbook). Large numbers of pictures are not necessary. An example picture of the worst damage site in the jurisdiction would be acceptable. Also, correlate your picture numbers to the damage assessment form and map.**
- 5. Please understand that artificially inflated damage assessments will not be acceptable. Providing estimates based on the above, guidelines will provide a more accurate assessment for State and FEMA personnel to analyze.**

## **CONTINUE RECORD KEEPING ON LOCAL GOVERNMENT EXPENDITURES**

# **FEMA PUBLIC ASSISTANCE PROGRAM**

## **• ELIGIBLE WORK:**

- **EMERGENCY & PROTECTIVE WORK (Category A&B):**  
Sandbagging; Detour/Warning Signs; Debris removal from streets and streams or from private property (if performed by applicant's own forces and only from curbside); and Raising an inundated public road to provide access for emergency vehicles (see "Grade Raises" below for details)
- **PUBLIC ROAD REPAIRS (Category C):**  
Regraveling roads; Relaying or replacing damaged culverts; Repairing bridges; Repair or replacement of asphalt on disaster damaged road surfaces; and Ditch cleaning
- **WATER CONTROL SYSTEMS (Category D):**  
Repair or replacement on public land of.....Dams; Drainage channels; and Certain dikes and levees
- **BUILDINGS & EQUIPMENT (Category E):**  
Repair or replace.....Damaged public buildings; and Equipment or damaged supplies
- **PUBLIC UTILITY SYSTEMS (Category F):**  
Repairs to.....Water & sewer systems; and Light, power & phone systems
- **OTHER PUBLIC FACILITIES (Category G):**  
Repairs to.....Public Parks, swimming pools, tennis courts, golf courses and other facilities

## **• GRADE RAISES**

Grade raises can be done to provide access for emergency vehicles – police, fire and ambulance.

The two eligibility rules are:

- 1) The road in question must be a public, tax payer supported road.
- 2) Emergency vehicles have to detour more than eight (8) miles because of an inundated area.

To figure the length of the detour, subtract the normal route from the length of the detour. If the result is more than eight (8) miles extra, then it is eligible for consideration. When figuring detour routes, they must be roads that can accommodate emergency vehicles (even if there is a field trail which would be shorter, if an engine or ambulance can't drive it, do not figure that road as part of the detour).

When considering the issue of providing access for emergency vehicles, you are not limited to raising a road grade. A county may consider building temporary access roads across fields or ask that the funds for an inundated site be allocated to protect another road that can provide better or more permanent access.

## INITIAL DAMAGE ASSESMENT FORM INSTRUCTIONS

The Initial Damage Assessment (IDA) forms may be photocopied. Use these forms to estimate the amount of damage for each location where damage is identified. It is important that the following information be provided:

- 1 Part 1, Applicant Information: Include date when survey was done;
- 2 Each damage site must have a unique identification (ie, "A-1" = Team "A", Site #1);
- 3 Category of damage at the site (A-B-C-etc.);
- 4 Location of the site (map location and address);
- 5 Indicate percentage of work to be done by the jurisdiction's work force (i.e., 0-100%);
- 6 The percentage of work to be contracted out (i.e., 0-100%);
- 7 A brief, but accurate description of the damage;
- 8 Impact of the above damage on the applicant or community;
- 9 Percentage of damage repair work completed (i.e., 0-100%);
- 10 The cost estimate to repair the site to *PRE-DISASTER CONDITIONS*
- 11 Hazard mitigation actions (taken for this site during post-disaster recovery) to reduce or prevent future losses; and
- 12 The survey sheet must be signed by the inspector. Include the agency worked for, inspector's title, and office/residential telephone numbers.

**BE SURE TO REPLENISH BLANK IDA FORMS IN THE WORKBOOK AFTER DAMAGE ASSESSMENT IS COMPLETE**

DATE: #1

SHEET \_\_ OF \_\_ SHEETS

<b>DIVISION OF EMERGENCY MANAGEMENT STATE OF SOUTH DAKOTA INITIAL DAMAGE ASSESMENT – SITE ESTIMATE</b>				
<b>PART I – APPLICANT INFORMATION</b>				
COUNTY #1	NAME OF APPLICANT #1	NAME OF LOCAL CONTACT #1	PHONE NO. O: #1 H: #1	OWNERSHIP    __ FEDERAL    __ STATE #1                __ LOCAL    __ OTHER __ PRIVATE NON-PROFIT
KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category blocks" below) A. Debris Clearance                      B. Emergency Protective Measures                      C. Roads & Bridges                      D. Water Control Facilities E. Public Buildings & Equipment                      F. Utilities                      G. Recreation & Other				
<b>PART II – SITE INFORMATION</b>				
SITE NO. #2	CATEGORY #3	LOCATION (Map location, street address, legal description, etc.) #4	FORCE ACCOUNT #5	CONTRACT #6
DESCRIPTION OF DAMAGE #7				
IMPACT #8			COMPLETED #9 %	COST ESTIMATE \$ #10
HAZARD MITIGATION ACTION #11				
PRINTED NAME & SIGNATURE OF INSPECTOR #12		AGENCY #12	OFFICE PHONE #12	HOME PHONE #12

DATE:

SHEET \_\_ OF \_\_ SHEETS

**DIVISION OF EMERGENCY MANAGEMENT  
STATE OF SOUTH DAKOTA  
INITIAL DAMAGE ASSESSMENT – SITE ESTIMATE**

**PART I – APPLICANT INFORMATION**

COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT	PHONE NO. O: H:	OWNERSHIP __FEDERAL __STATE __LOCAL __OTHER __PRIVATE NON-PROFIT
--------	-------------------	-----------------------	-----------------------	---

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the “category blocks” below)

A. Debris Clearance

B. Emergency Protective Measures

C. Roads &amp; Bridges

D. Water Control Facilities

E. Public Buildings &amp; Equipment

F. Utilities

G. Recreation &amp; Other

**PART II – SITE INFORMATION**

SITE NO.	CATEGORY	LOCATION (Map location, street address, legal description, etc.)	FORCE ACCOUNT	CONTRACT
----------	----------	--	---------------	----------

DESCRIPTION OF DAMAGE

IMPACT	COMPLETED	COST ESTIMATE
	%	\$

HAZARD MITIGATION ACTION

**PART II – SITE INFORMATION**

SITE NO.	CATEGORY	LOCATION (Map location, street address, legal description, etc.)	FORCE ACCOUNT	CONTRACT
----------	----------	--	---------------	----------

DESCRIPTION OF DAMAGE

IMPACT	COMPLETED	COST ESTIMATE
	%	\$

HAZARD MITIGATION ACTION

**PART II – SITE INFORMATION**

SITE NO.	CATEGORY	LOCATION (Map location, street address, legal description, etc.)	FORCE ACCOUNT	CONTRACT
----------	----------	--	---------------	----------

DESCRIPTION OF DAMAGE

IMPACT	COMPLETED	COST ESTIMATE
	%	\$

HAZARD MITIGATION ACTION

PRINTED NAME & SIGNATURE OF INSPECTOR	AGENCY	OFFICE PHONE	HOME PHONE
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## **INDIVIDUAL AND BUSINESS ASSISTANCE**

**Private damage is damage to private residences, businesses and agriculture. The responsibility to conduct damage assessment on residences and businesses rests with local government. The responsibility for performing damage assessment on agricultural losses rests with the USDA County Emergency Board. (Refer to instructions for documenting damage to private residences and businesses on pages 19 through 22)**

# INDIVIDUAL ASSISTANCE

## INSTRUCTIONS FOR DOCUMENTING DAMAGE OF PRIVATE RESIDENCES

### Residence:

Primary (PRI):	Year round, principle dwelling
Secondary (SEC)	Cottages, cabins, summer homes

### Type of Home:

Single Family (SF)	No Utilities (NO UTL) (If it has no utilities, it is not considered habitable);
Multi-family (MF)	
Basement (BSM)	(Specify if roof).No Utilities (NO UTL) (If it has no utilities, it is not considered habitable);
First Floor (1 <sup>st</sup> FL)	
Second Floor (2 <sup>nd</sup> FL)	
Basement (BSM)	(Specify if roof).Duplex, Apartments, etc. No permanent foundation
First Floor (1 <sup>st</sup> FL)	
Second Floor (2 <sup>nd</sup> FL)	
Mobile Home (MH)	

### Extent of Damage

Minor Damage (MN)	Item is still usable or can be restored with minimal repairs.  Damage is generally limited to:  (a) systems damage (plumbing, electrical, heating); (b) interior structural damage to floors; (c) exterior damage to doors and windows; (d) minor damage to roofs.
Major Damage (MAJ)	Item is no longer usable, but repairable with extensive improvements or item is usable on a limited basis.  Examples would be:  (a) foundation damage which affects structural bearing; (b) extensive roof damage; (c) extended saturation of a dwelling.
Destroyed (DST)	Item is non-existent or not feasible to repair.

### Structural location of Damage:

No Utilities (NO UTL)	(If it has no utilities, it is not considered habitable);
Basement (BSM)	(Specify if roof).
First Floor (1 <sup>st</sup> FL)	
Second Floor (2 <sup>nd</sup> FL)	

[illegible]

## **INSTRUCTION FOR DOCUMENTING DAMAGE TO BUSINESSES**

### **Type or Use:**

Retail, Manufacturing, Grocery, Clothing, Etc.

### **Description of Damage**

Minor	Item is still usable or can be restored with minimal repairs.
Major	Item is no longer usable but repairable with extensive improvements or item is usable on a limited or reduced basis.
Destroyed	Item is non-existent or is not feasible to repair.

### **Estimated Dollar Damage:**

Approximate loss to structure and contents.

### **Estimated Unemployment:**

Valid only if business employs persons other than immediate family.

### **Insurance Coverage:**

Estimate Insurance Coverage.



[illegible]

## **STEP 6 - REQUEST FOR ASSISTANCE RECOVERY**

### **Policy and Procedures:**

The policy DEM will follow regarding the processing and tracking of city or county requests for an emergency/disaster involving State/FEMA resources or financial assistance is:

1. A city resolution for an emergency/disaster must be supported by a resolution from the respective county. All resolutions asking the Governor for state/federal resources or financial assistance will be submitted to the DEM office in Pierre within seven (7) days of the event.
2. All requests will be date stamped and assigned a separate folder for tracking purposes.
3. The Resolution for Declaration of an Emergency/Disaster (refer to page 28) will be reviewed by the Director of Operations or the Director of Administration for specific information such as – Emergency/Disaster Situation Report (refer to page 29), Budget/Reserve/Expenditures (refer to page 29), Damage Assessment (refer to step 5, page 12). Expenditures and fund balances are necessary to determine whether the county has met its local effort requirement as stated in SDCL 33-15-24.1. DEM damage assessment criteria follows FEMA guidelines for public infrastructure and individual assistance.
4. If it is an agricultural request and it is accompanied by a Farm Service Agency Flash Report or Damage Survey Report and the request is supported by letters from the County Emergency Program Manager and the FSA County Executive Director, the appropriate letter is prepared for the Governor's signature and sent to the Secretary of the United States Department of Agriculture.
5. A letter will be sent back to the Chairman of the County Commission within three (3) business days acknowledging receipt and, if necessary, specifically request any pertinent assessment information not accompanying the initial request. The county will be asked to provide the additional information within fourteen (14) days of receipt of the DEM letter.
6. A suspended date will be assigned to the request. If appropriate data has not been received within the allotted time or a letter requesting approval of a time extension, a letter will be submitted to the Chairman of the County Commission denying the request.

7. **Once the information has been received by DEM, the Director of Operations and the respective Regional Coordinator will evaluate the file within two (2) working days to determine if the county cost estimate approaches the threshold for FEMA disaster consideration. South Dakota will employ current FEMA eligibility criteria for damages to public infrastructure to a single county or a series of counties if all are affected by the same storm occurrence. If the eligible damages do not approach the minimum level, the DEM Director will deny the request.**
8. **Individual assistance will be determined by current FEMA eligibility criteria.**
9. **Businesses will be evaluated utilizing the Small Business Administration's criteria of 25 homes and/or businesses with a forty percent uninsured loss. Availability of insurance and social and economic impact upon the area will also be considered. (Refer to Individual and Business Assistance on page 18)**
10. **If the initial county estimates appear to approach the threshold and there may be consideration for a disaster declaration by the Governor, DEM will immediately send assessment teams into the impacted area to verify and evaluate the magnitude of damage. DEM will separate eligible costs from non-eligible based upon FEMA damage assessment criteria. DEM will initiate and complete all on-site actions within seven (7) days of the receipt of information as stated in the policy on page 26, procedure number 3.**
11. **If the DEM field assessment reveals the county estimates are not sufficient for a FEMA disaster request, or includes items that are not eligible for consideration under FEMA programs, DEM shall deny the request.**
12. **The Governor's Office may either direct DEM to deny the request or may request that a Preliminary Damage Assessment be conducted by FEMA, Region VIII personnel. FEMA will then make a determination of whether the threshold has been met and the declaration request is supportable.**
13. **In the case of an event of such magnitude or proportion, (example: Spencer Tornado) that an immediate declaration may be in order, any or all of the above steps may be curtailed and a request of a Presidential Declaration be sought immediately. In such case, if any of the above steps are still necessary, they would be accomplished by DEM after the fact.**

**WHEREAS,** \_\_\_\_\_  
\_\_\_\_\_  
**(County)**

**South Dakota**, has suffered severe damage, brought on by \_\_\_\_\_  
\_\_\_\_\_

**On the date of** \_\_\_\_\_  
**(Month, Day and Year)**

**NOW, THEREFORE, BE IT RESOLVED** by the \_\_\_\_\_  
(County Board of Commissioners)  
at a regular meeting held on \_\_\_\_\_, it is hereby requested that the Governor  
declare an emergency/disaster to exist in the County of \_\_\_\_\_.

**Enclosures: Situation Report  
Budget Information  
Total Expenditures  
Damage Assessment and Maps**

## EMERGENCY/DISASTER SITUATION REPORT FORMAT

NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

1. NATURE OF EMERGENCY OR DISASTER:
2. DEATH AND INJURIES:
3. DAMAGE:
4. RESOURCES COMMITTED:
5. VOLUNTEER ACTIONS:
6. MAJOR ACTIONS:
7. ASSISTANCE NEEDED:
8. OUTSIDE HELP ON SCENE:
9. OTHER INFORMATION:

(Reference Initial Situation Report on Page 4)

### BUDGET/RESERVE/EXPENDITURE INFORMATION

	<b>Budget</b>	<b>Actual Expended</b>
1. Approved County Budget and Balance	\$ _____	\$ _____
a. County Highway Budget and Balance	\$ _____	\$ _____
b. Current County Reserve Balance	\$ _____	\$ _____
c. Investment Balance	\$ _____	\$ _____
2. Approved Township Budget and Balance	\$ _____	\$ _____
a. Township Road Budget and Balance	\$ _____	\$ _____
b. Current Township Reserve Balance	\$ _____	\$ _____
c. Investment Balance	\$ _____	\$ _____
3. Approved City Budget and Balance	\$ _____	\$ _____
a. City Street Budget and Balance	\$ _____	\$ _____
b. Current Street Reserve Balance	\$ _____	\$ _____
c. Investment Balance	\$ _____	\$ _____
4. Local Government Expenditures on Emergency/Disaster to Date	\$ _____	\$ _____

(The above budget information must be included for the county and all affected townships and cities)